

# **TENDER DOCUMENT**

**TENDER FOR HIRING of TRACTOR(S) ALONGWITH  
ACCESSORIES FOR HORTICULTURAL WORKS AT IIT,  
PERMANENT CAMPUS**

**UNDER**

**TWO BID SYSTEM**

**NO. 1435-19/Admn-Hor/IITRPR/PS/ Dated 17.12.2019**



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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CHECK LIST		
Duly filled check list to be attached with the Technical BID		
S.No.	Particulars	Check Mark
1.	Whether EMD attached?	Yes/ No
2.	Whether technical specifications/items as per <b>Annexure: A</b> attached?	Yes/No
3.	Whether Tender documents along with all Annexure duly signed & stamped by authorized signatory attached?	Yes/No
4.	Whether affidavit duly attested by the Oath Commissioner regarding non- black listing of the contractor/party attached?	Yes/No



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**TENDER SCHEDULE**

Details of the item	TENDER FOR HIRING of TRACTOR(S) ALONGWITH ACCESSORIES FOR HORTICULTURAL WORKS AT IIT, PERMANENT CAMPUS
Delivery Schedule	As mutually decided
Last date & time of submission of Tender :	07.01.2020 by 3:00 PM
Date of opening of Technical Bids	07.01.2020 at 3:30 PM
Place of Submission of Bids	Store & Purchase Section, M. Visvesvaraya Building, 2nd Floor, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar-140001
Submission of Bids	<b>Two Bid System:</b> The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. Both the technical bid and commercial bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid” and “Envelope No. 2 Commercial Bid” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted in Deputy Registrar Office, Store & Purchase Section, M. Visvesvaraya Building, 2nd Floor, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar-140001.
Earnest Money Deposit	Earnest Money Deposit (EMD) of <b>Rs.10,000/-</b> (Rs. Ten Thousand Only) in the form of Demand Draft in the favour of “ <b>IIT Ropar Revenue Account</b> ” payable at Ropar to be submitted in Technical Bid”
Place of Opening Tender	Store & Purchase Section, M. Visvesvaraya Building, 2nd Floor, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar-140001

(Registrar)

## **TENDER FOR HIRING TRACTOR(S) ALONG WITH ACCESSORIES FOR HORTICULTURAL WORKS AT IIT, MAIN CAMPUS.**

Permanent campus of IIT Ropar is fully functional, hostel and houses have been occupied by students, faculty/staff respectively. Institute is in developing stage as many more buildings (Guest house, Visitor hostel, Residence T-5&6, Boys hostel etc) are coming up. A vast area is being developed as sports complex. It is very essential that development and maintenance of landscape/horticultural works is to be carried out simultaneously to keep campus clean and green. In view off the large quantity of Horticulture works (Development & maintenance), Tractor is required continuously with accessories as per requirement of the IIT Ropar (Shrub Master, Cultivator, Sohaga, Leveler, Disc Harrow, Rotavator, Water tanker, Trolley, Mechanical Augur for digging of pits, Disc plough), VST **Shakti 130DI Power Tiller** with 600mm Rotary (18Tynes) 13.0 HP, 4 Stroke, Single Cylinder, water cooled, diesel engine. b. Hitch bracket for joining trolley and cultivator c. Trolley-1.5 ton capacity with tyre, tube& std fittings size 72"x42"x18" with mechanical brake & seat (Tyre size 600x16) . **The detailed specification of the items to be hired is given in Annexure "A".**

1. **Introduction:** Grass/grounds/Horticultural works at IIT Ropar, Permanent Campus covering an area of approximately 500 acres are required to be developed and maintained for which it is proposed to obtain Tractor (s) 40 HP or above with necessary accessories like Shrub Master, Cultivator, Sohaga, Leveler, Disc Harrow, Rotavator, Water tanker, Trolley, Mechanical Augur for digging of pits, Disc plough etc on hiring basis.
2. **Requirement:** The requirement of the Tractor with accessories to be made available to the IIT, Ropar on Monthly hire basis (8hours actual work by the Tractor will be calculated as one day) The tentative requirement is for 310 days a year. However ,the requirement is tentative and actual require can vary at the discretion of the Institute. The contractor should provide additional tractor with equipment if required at the approved rates of the contract.
3. **Scope of Contract:**
  - 3.0 Tractor(s) along with driver, required accessories for the purpose as outlined in para 1 above is required to be provided at the Institute. In case the contractor fails to provide the tractor with accessories during this period , the institute reserves the right to get the work done by engaging another tractor or by employing manual labour and recover the cost of machinery and labour so from the payment due to contractor or from the performance security .
  - 3.1 All lubricants, spares, repairs, driver, taxes including GST etc required for operating tractor(s) and implements shall be provided by the contractor and cost is deemed to be included in hire charges quoted. Nothing extra will be paid to the agency by the Institute. However, the diesel will be provided by the IIT Ropar.
  - 3.2 Tractor(s) shall be of minimum 40 HP rating, tractor(s) along with all accessories shall be in perfect condition and in proper working order. In case the equipment or

Tractor(s) does not work due to malfunctioning , no hire charges for such period as the machinery does not work at IIT premises shall be payable.

- 3.3** The Institute reserves right to increase or decrease scope of work.
- 3.4** The contract can be terminated at any time in case performance/work of tractor (s) found unsatisfactory or without assigning any reason.
- 3.5** Behavior and conduct of the Driver as well as contractor must be in discipline, polite in case any complaint receives against them, the contract will be terminated.
- 3.6 Payment Terms:** Monthly payment shall be released on submission of bill/invoice duly certified by the officer-in- charge of the work on the basis of actual work done as agreed by the Institute.
- 3.7 Income Tax:** Income tax applicable, if any as per Income Tax rules shall be paid by the Contractor.
- 3.8** Contractor would abide by rules /regulations and other instructions issued by the local Government/Govt. of India/IIT. However, the contractor shall ensure that minimum wages as being paid to the tractor driver.
- 3.9** In case of any damage, theft of the property of the Institute during the tenure of contract, the contractor shall be responsible for the same and loss of damages/theft will be recovered from the bill of the contractor.
- 3.10** The Tractor Driver shall have a valid driving license issued by the statutory authority.
- 3.11 Rates:** Rates shall be quoted on monthly basis as per the scope of contracts.
- 3.12** In case requirement of Tractor with implement increase i.e. more than one tractor the contractor is liable to provide the same on one day notice at the same rate.
- 3.13** The contractor shall pay minimum wages to the tractor driver and submit proof of payment of Wages to the institute every month.
- 3.14 Contract Period:** The contract shall be awarded for a period of one year from the date of award of contract, which can be extended for a further period of 2years on yearly basis subject to satisfactory services and Mutual Consent of the parties. The contract may be terminated on either side by giving a notice of one month.
- 3.15 Bids:** Technical bid and financial bid are required to be submitted in separate envelop. If the Technical bid of the contractor is found in order only than his financial bid will be opened.
- 3.16 EMD of Rs. 10,000/- (Rs Ten thousand)** is required to be deposited in the shape of Demand Draft in favor of IIT Ropar Revenue Account payable at Ropar. Tender will not be opened without EMD and same will be treated as rejected.
- 3.17** The Tractor and all these Equipment shall be kept in the Institute Premises only None of the equipment shall be taken out by the service provider except with the this prior permission of the Consultant Horticulture for the purpose of repair or other wise. If it is found, that the tractor and other equipment used by the contractor for any private use the contract shall be liable for termination.
- 3.18 Performance Guarantee:** The contractor is liable to submit performance

guarantee of **Rs. 50,000/- (Fifty Thousands)** in the shape of FDR duly pledged in favour of Registrar IIT, Ropar.

**3.19** The bidder should visit the work site to understand the scope of work.

**3.20 Arbitration:** In the unfortunate situation, if any, all disputes, disagreement and controversies arising in any manner, which cannot be settled by mutual agreement between the two parties, shall be resolved through arbitration. The number of arbitrators shall be ONE, shall be appointed by Director, IIT Ropar. The decision of sole arbitrator shall be final and binding to both the parties. All provisions of Arbitration and Conciliation Act 1996(with amendments) shall apply and legal place of arbitration shall be Rupnagar, Punjab. The language of arbitration proceedings shall be English. The court which have jurisdiction in the matter is District Court, Rupnagar, Punjab.

**(Registrar)**

<b>S.No.</b>	<b><u>ANNEXURE:A</u></b>
	<b><u>SPECIFICATIONS &amp; QUANTITY OF THE ITEMS TO BE HIRED</u></b>
1.	<b>Tractor 40 horse Power or above in perfect working condition (model should be above 2016 or new) Qty=1no.</b>
2.	<b>Shrub Master (Model 2016 or New) Qty=1no.</b>
3.	<b>Cultivator 11 tyne (spring Loaded) Qty=1no.</b>
4.	<b>Front mounted Leveler Qty=1no.</b>
5.	<b>Leveler ( Suhaga) Qty=1no.</b>
6.	<b>Leveler (Karahha) Qty=1no.</b>
7.	<b>Disc Harrow (Mounted type) Qty=1no.</b>
8.	<b>Tractor trailer Size 12'x6.5'x2' or above with hydraulic tipping system. (Model 2018 or new) Qty=1no.</b>
9.	<b>Water Tanker capacity 3000 liters or above duly fitted with water pump with fitted, rubber pipe 50 feet, PTO Drive complete. (Model 2018 or new) Qty=1no.</b>
10.	<b>Rotavator Qty=1no.</b>
11.	<b>Mechanical Augur for digging of pits Qty=1no.</b>
12.	<b>Disc plough Qty=1no.</b>
13	<b>a. VST Shakti 130DI Power Tiller with 600mm Rotary (18Tynes) 13.0 HP, 4 Stroke, Single Cylinder, water cooled, diesel engine. (Model 2019 or new)</b> <b>b. Hitch bracket for joining trolley and cultivator</b> <b>c. Trolley-1.5 ton capacity with tyre, tube&amp; std fittings size 72"x42"x18" with mechanical brake &amp; seat (Tyre size 600x16). (Model 2018 or new) Qty=1no. set</b>

**ANNEXURE: B**

I/We \_\_\_\_\_contractor/partner/agent /supplier do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

Deponent

Name & Address-----

I/We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it false and nothing has been concealed.

Deponent

Name & Address-----

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.



ANNEXURE-C				
PRICE BID				
Name of the Contractor/Party :				
S.No.	Particulars & QUANTITY OF THE ITEMS TO BE HIRED	Qty	Make/Model	Rent per Day (Rs.)
1.	Tractor 40 horse Power or above in perfect condition (Make/model should be above 2016 or new)	01		
2.	Shrub Master (Model 2016 or New)	01		
3.	Cultivator 11 tyne (spring Loaded)	01		
4.	Front mounted Leveler	01		
5.	Leveler ( Suhaga)	01		
6.	Leveler (Karah)	01		
7.	Disc Harrow ( Mounted type)	01		
8.	Tractor trailer Size 12'x6.5'x2' or above with hydraulic tipping system. (Model 2018 or new)	01		
9.	Water Tanker capacity 3000 liters or above dully filled with water, Fitted with pump, rubber pipe 50 feet, PTO Drive complete. (Model 2016 or new)	01		
10.	Rotavator	01		
11.	Mechanical Augur for digging of pits	01		
12.	Disc plough	01		
13.	VST Shakti 130DI Power Tiller with 600mm Rotary (18Tynes) 13.0 HP, 4 Stroke, Single Cylinder, water cooled, diesel engine. (Model 2019 or new) b. Hitch bracket for joining trolley and cultivator c. Trolley-1.5 ton capacity with tyre, tube& std fittings size 72"x42"x18" with mechanical brake & seat (Tyre size 600x16). (Model 2016 or new)	01 Set		
	GST if any			
	Total			
	Note: GST and other levies, if any are to be clearly specified in the bid.			

Note: Any other terms and condition regarding payment terms, services terms etc may also be mentioned.